

Anti Narcotics Force ANF Jobs 2014

Annex-II

Job Description, Qualification, Experience, Age and Salary of each job are given as below:

Director

• Number of Posts	01
• Qualification	<ul style="list-style-type: none">• M.A (Economics, Sociology, Applied Psychology, Mass Communication).• Good representation, coordination and liaison skills.• Strong communication skills.• Demonstrative ability to lead a team.
• Age	<ul style="list-style-type: none">• 62 Years
• Experience	<ul style="list-style-type: none">• Ten years' experience in Planning/Implementation of development Projects.• Experience of Management of Development Projects and community mobilization will be preferred.
• Duration	Initially the contract period would be till 30 th June, 2015. Extendable on satisfactory performance till completion of the project on yearly basis.
• Salary	Rs.75, 000/- per month all inclusive, plus annual increment @ 5% per annum.
• Duties/Responsibility	<ul style="list-style-type: none">• He will be the Head of the Wing.• Implementation of the project as per its scope.• Financial Management and Preparation of cash/work plan.• Administration of the project.• Any other responsibility assigned by Director General / Secretary, Narcotics Control Division.

Deputy Director

• Number of Posts	06 (02 at Islamabad, one each at Lahore, Peshawar, Quetta and Karachi)
• Qualification	<ul style="list-style-type: none"> • M.A (Economics, Sociology, Applied Psychology, Mass Communication). • Computer Literacy in Electronic Mailing, MS Word and MS Excel is mandatory
• Age	• 40 years (Maximum)
• Experience	<ul style="list-style-type: none"> • Three years' experience in Planning/Implementation of development Projects. • Experience in Public Sector development Projects will be preferred. • Fresh graduates with outstanding academic record and project related research without experience will also be considered as a special case.
• Duration	Initially the contract period would be till 30 th June, 2015. Extendable on satisfactory performance till completion of the project on yearly basis.
• Salary	Rs.50, 000/- per month all inclusive, plus annual increment @5% per annum.
• Duties/ Responsibility	<ul style="list-style-type: none"> • Preparation of Work/Cash Plan • Coordination with Provincial Governments • Monitoring of Project activities of NGO's Law Enforcing agencies and volunteers • Development of Database of project activities • Preparation of Project proposals of Drug Demand Reduction.

Assistant

• Number of Posts	01
• Qualification	<ul style="list-style-type: none"> • B.A./B.Sc./B.Com • Preference will be given to computer literates

• Experience	01 year experience in administrative and procurement matters.
• Age	30 years (Maximum)
• Duration	Initially the contract period would be till 30 th June, 2015. Extendable on satisfactory performance till completion of the project on yearly basis.
• Salary	Rs. 15,000/- per month all inclusive, plus annual increment @5% per annum
• Duties/ Responsibility	<ul style="list-style-type: none"> • Maintenance of files/record. • Procurement under the project and maintaining the stock register/inventory etc. • Personnel and administrative matters of employees under the project. • Casual typing • Any other responsibility assigned by PD.

Computer Operator

• Number of Posts	01
• Qualification	<ul style="list-style-type: none"> • B.A / B.Sc. / B.Com with minimum of 01 years of experience • Post Graduate Diploma in Computer Science.
• Experience	<ul style="list-style-type: none"> • Minimum of 01 year experience, working in customized computer software and typing speed up to 40 words per minute.
• Age	• 30 years (Maximum)
• Duration	Initially the contract period would be till 30 th June, 2015. Extendable on satisfactory performance till completion of the project on yearly basis.
• Salary	Rs. 15,000/- per month all inclusive, plus annual increment @5% per annum.
• Duties/ Responsibility	<ul style="list-style-type: none"> • Data Entry / Typing Work • Any other assigned responsibility

Driver

• Number of Posts	01
• Qualification	• Middle Pass with LTV Driving License
• Age	• 45 years Maximum (Relaxable for Ex-Army drivers)

• Experience	• 02 years' experience of driving in Government/ Semi Government or Private Organization.
• Duration	Initially the contract period would be till 30 th June, 2015. Extendable on satisfactory performance till completion of the project on yearly basis.
• Salary	Rs.10,000/- per month all inclusive, plus annual increment @5% per annum
• Duties/ Responsibility	AS assigned

Naib Qasid

• Number of Posts	01
• Qualification	Primary
• Age	45 years (Maximum)
• Duration	Initially the contract period would be till 30 th June, 2015. Extendable on satisfactory performance till completion of the project on yearly basis.
• Salary	Rs.7,000/- per month all inclusive, plus annual increment @5% per annum
• Duties/ Responsibility	• As assigned

Security Guard

• Number of Posts	02
• Qualification/ Requirements	<ul style="list-style-type: none"> • Primary pass • Physically fit • Exemplary character • Ex-Army personnel will be given preference
• Age	45 years (Maximum)
• Duration	Initially the contract period would be till 30 th June, 2015. Extendable on satisfactory performance till completion of the project on yearly basis.
• Salary	Rs.7,000/- per month all inclusive, plus annual increment @5% per annum

<ul style="list-style-type: none">• Duties/ Responsibility	<ul style="list-style-type: none">• Security of the Office building, files/record, equipment and machinery etc.• As assigned by PD
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